


# How to Create an Offer in the Automated Advanced Acquisition Program (AAAP)

## Select an RLP:

Note: Required fields are marked with a red asterisk (\*). Red text and information buttons have been added to the workflow to provide further instruction.

This workflow populates the required information needed to submit a complete offer to the government. Required GSA Forms will be auto-populated as a result of your inputs. You do not need manually to fill out any forms to complete your offer.

Enter address and click 'Validate Address':

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## Building Fundamentals

1. Select an RLP: \* 19-REG11

The RLP Package can be found by clicking [RLP & LEASE DOCUMENTS](#) at the top of the page. Please review the RLP Package before proceeding with offer submission.

2. Building Name \* White House

3. Street Address \* ⓘ 1600 Pennsylvania ave

4. City \* washington

5. State \* Dc

6. Zip Code \* 20500

Click on 'Validate Address' every time you change the address for the offer.

After you click the 'Validate Address' button, review the map below to confirm that your address has plotted correctly on the map. If it is correct, click the address in the table immediately above the map and a pop-up box will appear for you to click 'OK' to confirm the location. If the address is not plotting correctly, contact [AAAP.Manager@gsa.gov](mailto:AAAP.Manager@gsa.gov).

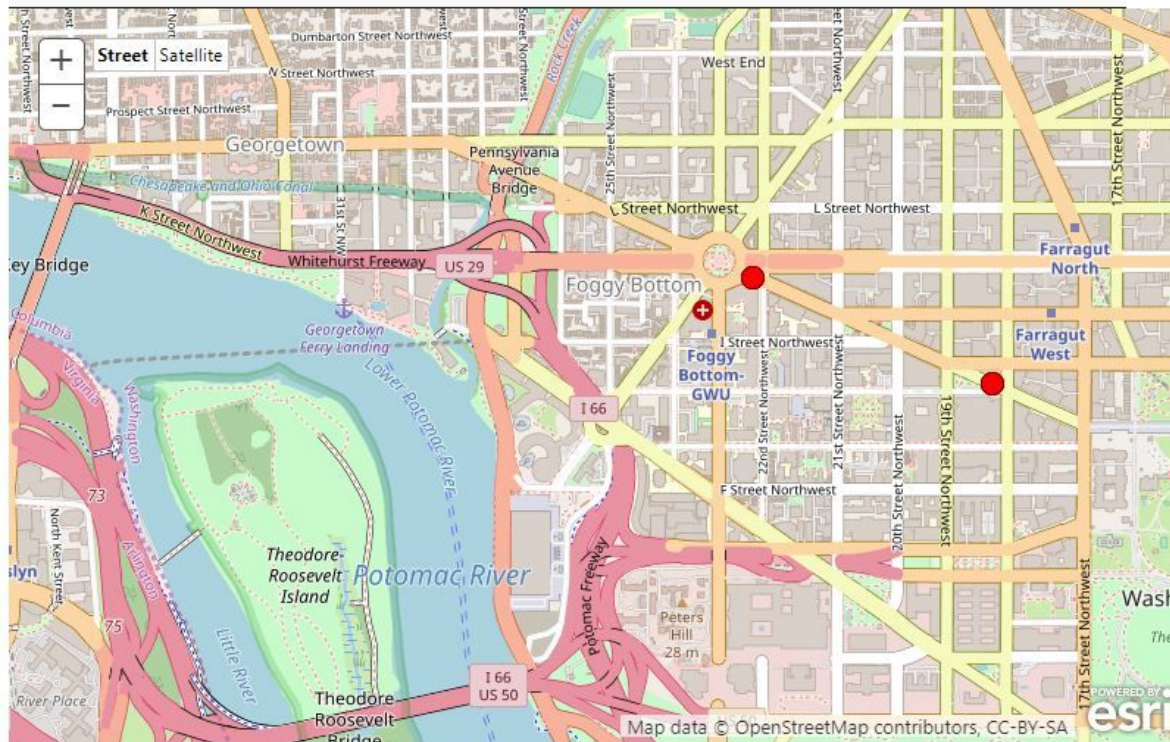
## Click the correct address line:

Validate Address

Click on 'Validate Address' every time you change the address for the offer.

After you click the 'Validate Address' button, review the map below to confirm that your address has plotted correctly on the map. If it is correct, click the address in the table immediately above the map and a pop-up box will appear for you to click 'OK' to confirm the location. If the address is not plotting correctly, contact [AAAP.Manager@gsa.gov](mailto:AAAP.Manager@gsa.gov).

Street	City	State	Zip	Latitude	Longitude
1600 Pennsylvania Ave NW	Washington	DC	20500	38.8976760	-77.0365485
Pennsylvania Ave NW	Washington	DC	20037	38.9021325	-77.0491177
Pennsylvania Ave NW	Washington	DC	20006	38.8997436	-77.0421486
Pennsylvania Ave NW	Washington	DC	20005	38.8987583	-77.0346764
Pennsylvania Ave NW	Washington	DC	20004	38.8931981	-77.0217513





## Confirm Selected Address by Clicking 'OK':

Validate Address

Click on [top.gsa.gov](http://top.gsa.gov) says

Confirm Selected Address

Are you sure you wish to confirm the following 19-REG11 address:  
1600 Pennsylvania Ave NW, Washington, DC, 20500

Address has plotted correctly on the map. If it does not appear for you to click 'OK' to confirm

**Street**

1600 Pennsylvania Ave NW

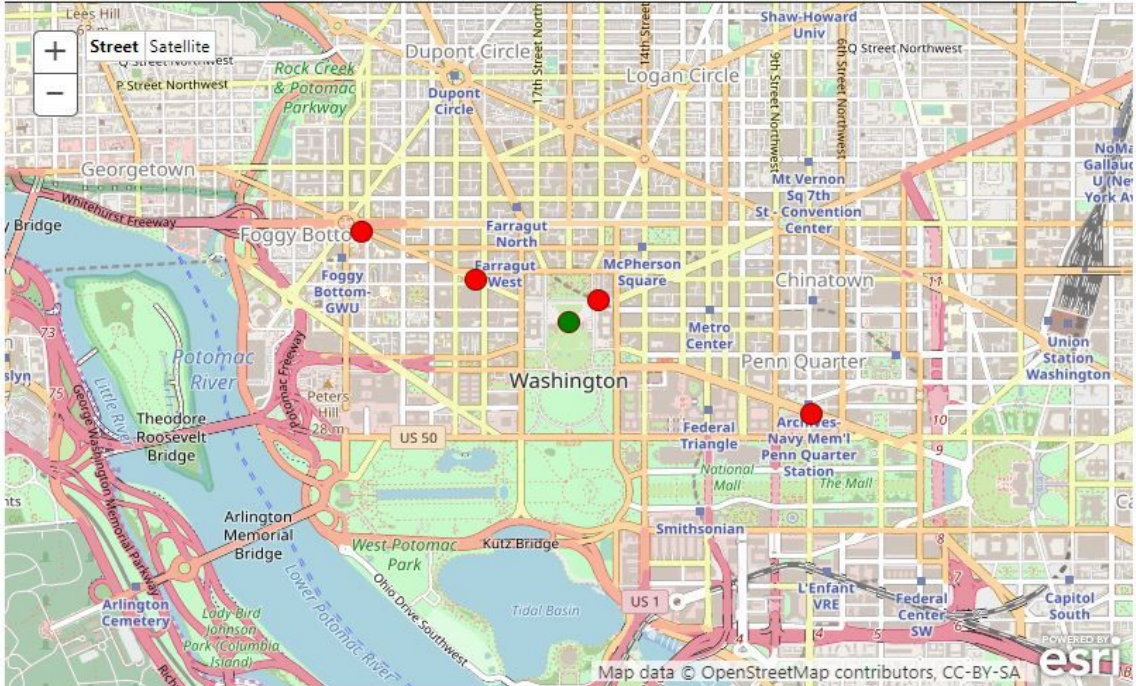
**Latitude**

38.9021325

**Longitude**

-77.0491177


Pennsylvania Ave NW	Washington	DC	20037	38.9021325	-77.0491177
Pennsylvania Ave NW	Washington	DC	20006	38.8997436	-77.0421486
Pennsylvania Ave NW	Washington	DC	20005	38.8987583	-77.0346764
Pennsylvania Ave NW	Washington	DC	20004	38.8931981	-77.0217513



Map data © OpenStreetMap contributors, CC-BY-SA

Note: If the selected address is not populating on the map properly, recheck the address for typos. If the address is entered correctly and still does not plot on the map properly, email [AAAP.Manager@gsa.gov](mailto:AAAP.Manager@gsa.gov) for help.

**Answer questions 7 through 19 (which appear on the Building Fundamentals tab after you confirm the address):**

7. Total amount of rentable square feet (RSF) in the building? \* 


RSF

%

General Purpose (Office):  0.0

Warehouse:  0.0

Other:  0.0

8. Total ANSI/BOMA Office Area (ABOA) square feet (SF) in the building? \* 

9. What is the site size? \*

☐ Square Feet ☒ Acres

10. Number of floors in the building: \*

11. What is the live floor load (lbs. per square feet) for the building? (Enter TBD if information is not readily available.) \* 

12. Year the building constructed? \*

13. Most recent building renovation year? \*

14. What are the building's normal hours of operations for HVAC included in the Operating Costs? \* 

Monday - Friday Hours Start:

End:

Saturday Hours Start:

End:

Sunday Hours Start:

End:

Items 15 through 19 will be useful in the Government's determination of the fair market value of the space to be rented. Please enter total annual figures for the entire building for questions 15 through 19.

15. Real Estate Taxes \* 

\$

16. Insurance (hazard, liability, etc.) \* 

\$

17. Building Maintenance and Reserves for Replacement \* 

\$

18. Lease Commission \* 

\$

19. Management \* 

\$

Save Page

Next

Exit Offer

Delete Offer

Click 'Save Page' to check for errors and save the page.  
Click 'Next' to proceed to the Building Details section

## Answer Questions I through IO


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### Building Details

- Is the building fully sprinklered? \* 
☐ Yes ☐ No ☐ Partial
- Does the building fully have 2 physically remote stairwells existing in the building (scissor stairs only count as one stairwell)? If this is a single story building, select NA. \* 
☐ Yes ☐ No ☐ NA
- Does the building have a building-wide alarm system? \* 
☐ Yes ☐ No
- Is the building within 2,640 walkable linear feet of public transportation? \* 
☐ Yes ☐ No
- Has the building earned an Energy Star Label conferred by the Environmental Protection Agency (EPA) within one year prior to submittal? \* 
☐ Yes ☐ No
- Is the building offered a historic property? \* 
☐ Yes ☐ No
- Is the building offered within a historic district? \* 
☐ Yes ☐ No
- Is the building ownership considered a HubZone Small Business Concern (SBC) as discussed in the Request for Lease Proposal? \* 
☐ Yes ☐ No
- Do you propose to satisfy the requirements of this RLP, Lease through the complete rehabilitation or reconstruction of an existing Building? (Note: Offers for new construction, including offers to construct an annex or addition to an existing building, will not be accepted for AAAP requirements) \*
 ☐ Yes ☐ No
- Is your building located in a medium- or high-risk seismic zone as outlined in the RLP? \* (Defined as being within the yellow- or red-shaded area of the [Seismic Map](#).)
 ☐ Yes ☐ No

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Click 'Save Page' to check for errors and save the page.

Click 'Next' to proceed to the Parking section.

Note: After this page has been successfully saved, the offer record will be available for you to access and edit from the AAAP Homepage.

## Complete Parking Page:

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### Offer Parking

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1. Number of parking spaces for the entire building under control of the offeror: i

Structured \*  Surface \*

2. Number of parking spaces required by local code:

Structured \*  Surface \*

3. Monthly amount (\$) charged per parking space. Put \$0.00 if there is no additional charge for parking:

	Reserved*	Non-Reserved*
<b>Structured</b> \$	<input type="text" value="0.00"/>	\$ <input type="text" value="0.00"/>
<b>Surface</b> \$	<input type="text" value="0.00"/>	\$ <input type="text" value="0.00"/>

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Exit Offer

Click 'Save Page' to check for errors and save your inputs.

Click 'Next' to proceed to the Property Owner section.

Note: Parking should not be included in the Shell, but as a separate item to be added to the rate structure, if applicable.



## Complete Property Owner Page:

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## Property Owner

- What is the name of the property's recorded owner? \*  ☐ Check if same as offeror
- Street Address: \*
- Country: \*
- City: \*
- State: \*
- Zip Code: \*
- What is the main phone number for the property's recorded owner? \*  Ext:
- What is your relationship as the Offeror, to the property owner? \*
- What is the property owner's DUNS #? \*

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Note: Regarding #8, if selecting 'Agent' or 'Other', you must submit authorization from the ownership entity to submit an offer on the ownership entity's behalf.

Click 'Save Page' to check for errors and save your inputs.

Click 'Next' to proceed to the Operating Cost Owner section.

## Complete Operating Cost Page

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## Operating Costs

The Government requires a fully serviced Lease as part of the rental consideration. The worksheet below establishes the base for the operating costs adjustment as outlined in Section 2.08, Operating Costs Adjustment, in the Lease. Shell, Parking, Tenant Improvements, and Building Specific Amortized Capital costs are established in other sections of your offer and may not be priced into the Operating Rent.

1. Total Building Rentable Area square feet (RSF)	115,000
2. Total Building ANSI/BOMA Office Area (ABOA) square feet (SF)	100,000
3. Common Area Factor	1.15
4. Cost per ABOA SF * 	\$0.00

## Section I: Estimated Annual Cost of Services and Utilities Furnished By Lessor As Part of Rental Consideration - Cost for Entire Building

### A. Cleaning, Janitor and/or Char Service

5. Salaries

\$ 0.00

6. Supplies (wax, cleaners, cloths, etc.)

\$ 0.00

7. Contract Services (windows washing, waste and snow removal)

\$ 0.00

### B. Heating

8. Salaries

\$ 0.00

9. Fuel


\$ 0.00

10. System Maintenance and Repair

\$ 0.00

<b>C. Electrical</b>	
11. Current for Light and Power	\$ <input type="text" value="0.00"/>
12. Replacement of Bulbs, Tubes, Starters	\$ <input type="text" value="0.00"/>
13. Power for Special Equipment	\$ <input type="text" value="0.00"/>
14. System maintenance and repair (ballasts, fixtures, etc.)	\$ <input type="text" value="0.00"/>
<b>D. Plumbing</b>	
15. Water (for all purposes, include sewage charges)	\$ <input type="text" value="0.00"/>
16. Supplies (Soap, towels, tissues not in 6 above)	\$ <input type="text" value="0.00"/>
17. System Maintenance and Repair	\$ <input type="text" value="0.00"/>
<b>E. Air Conditioning</b>	
18. Utilities (Include electricity, if not in C11)	\$ <input type="text" value="0.00"/>
19. System Maintenance and Repair	\$ <input type="text" value="0.00"/>



<b>F. Elevators</b>		
20. Salaries (operators, starters, etc.)	\$	0.00
21. System Maintenance and Repair	\$	0.00
<b>G. Miscellaneous (To the extent not included above)</b>		
22. Building Engineer and/or Manager	\$	0.00
23. Security (Watchperson, guards, not janitors)	\$	0.00
24. Social Security Tax and Workperson's Compensation Insurance	\$	0.00
25. Lawn and Landscaping Maintenance	\$	0.00
26. Other <input type="button" value="Add Cost"/>		\$0.00
<b>27. Total</b> <input type="button" value="Calculate Rate"/>		<b>\$0.00</b>
28. Adjustment for Vacant premises per ABOA SF: * 		\$ 5.00


Click 'Save Page' to check for errors and save your inputs.

Click 'Next' to proceed to the Space & Rates section.

Note: Operating expenses should be entered as total annual figures. The application will update these figures to price per ABOA SF based on the Total Building ABOA SF entered in the building tab.

## Complete Space & Rates Summary Page:

Click 'Add Space'


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## Space and Rates

### Space & Rates Summary Page


All available space for lease should be entered below by clicking the "Add Space" button. Space may be entered as one lump block at the same rate OR multiple spaces within the building at different rates. If the space record already exists in the table below, do not click "Add Space". Instead, work from the existing record below by selecting the radial button to the left of the record and selecting Edit.

Add Space
Edit
Delete Space
☒ = Rates Entered

SPACE #	LEASE TYPE	SF OFFERED	17/15 TERM	15/13 TERM	10/8 TERM
<p>Note : Refer to section 4.05 PRESENT VALUE PRICE EVALUATION of the AAAP Request for Lease Proposal (RLP) for description of the present value price evaluation.</p> <div> Back Save Page Next Exit Offer </div>					

## Complete Space and Rates Page

*\*Offers with existing / expiring Government leases should select Yes to question number 1 and provide their current GSA lease number.*



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## Space and Rates

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### Space Information

1. Is this space currently leased to a Government tenant? \*
 

☐ Yes ☐ No
2. What is the total ANSI/BOMA Office Area (ABOA) square feet (SF) available for lease to the Government? \*
 

SF
3. What is the maximum contiguous ABOA SF available? \* 

SF
4. What is the minimum demisable ABOA SF available for lease to the Government: \*
 

SF
5. What is the date of availability of space for commencement of tenant improvements? \*
 







[ 9/26/2019 ]

### Rate Information

6. The Tenant Improvement Allowance and Building Specific Amortized Capital figures auto populated below are placeholder values so that offerors can see how rate components, like Amortization Rate and Tenant Improvement Mark-ups, impact this figure and ultimately the calculation of the fully serviced rate. Offerors can override these placeholder figures with the actual amounts published in a Project Specific Advertisement. When overriding these figures, be sure to pay close attention to the amounts for incumbent and new lessors, and enter the amount that applies to you.

	Tenant Improvement Allowance	Building Specific Amortized Capital
Placeholder or enter actual figure from Ad	\$ <input type="text"/>	\$ <input type="text"/>

Reference section 3 of the RLP for more information. All rate information below is per ABOA SF per year.

	17 Year Lease (with termination rights after 15 years)	15 Year Lease (with termination rights after 13 years)	10 Year Lease (with termination rights after 8 years)
7. Shell Rental Rate (Yrs 1 - 8) 	\$ <input type="text" value="0.00"/> /ABOA SF	\$ <input type="text" value="0.00"/> /ABOA SF	\$ <input type="text" value="0.00"/> /ABOA SF
8. Base Year Operating Costs 	\$ <input type="text" value="10.00"/> /ABOA SF	\$ <input type="text" value="10.00"/> /ABOA SF	\$ <input type="text" value="10.00"/> /ABOA SF
9a. Amortization Rate for Tenant Improvement Allowance (TIA) & Building Specific Amortized Capital (BSAC) 	<input type="text" value="0.00"/> %	<input type="text" value="0.00"/> %	<input type="text" value="0.00"/> %
9b. Amortization Period	<input type="text" value="8 Years"/>	<input type="text" value="8 Years"/>	<input type="text" value="8 Years"/>
9c. TI Rent using the amount from #6. 	\$ <input type="text" value="0.00"/> /ABOA SF	\$ <input type="text" value="0.00"/> /ABOA SF	\$ <input type="text" value="0.00"/> /ABOA SF
9d. BSAC Rent using the amount from #6. 	\$ <input type="text" value="0.00"/> /ABOA SF	\$ <input type="text" value="0.00"/> /ABOA SF	\$ <input type="text" value="0.00"/> /ABOA SF
<b>10. Fully Serviced Rent</b> 	\$ <input type="text" value="0.00"/> /ABOA SF	\$ <input type="text" value="0.00"/> /ABOA SF	\$ <input type="text" value="0.00"/> /ABOA SF

If using the placeholder figure, the fully serviced rate calculation (#10) will not reflect the amounts used in the actual lease document.



11. Shell Rent (Yr 9 to end of Lease) 	\$ <input type="text" value="0.00"/> /ABOA SF	\$ <input type="text" value="0.00"/> /ABOA SF	\$ <input type="text" value="0.00"/> /ABOA SF
12. HVAC Overtime Rate 	\$ <input type="text" value="0.00"/> /Hour	\$ <input type="text" value="0.00"/> /Hour	\$ <input type="text" value="0.00"/> /Hour
13. Free rent in months 	<input type="text" value="0"/> Months	<input type="text" value="0"/> Months	<input type="text" value="0"/> Months

### Tenant Improvement Allowance - Mark Ups

The mark-up fees entered in questions #14 and #15 (below) will be applied against the tenant improvement allowance (TIA) - see item #6, above.

14. Lessor's overhead, administrative costs, profit, and fees as a percentage of the initial tenant improvements (Lessor's PM fees), including change orders, for the block of space offered? \*

%

15. Architectural and engineering fees (in \$ per ABOA SF or %) for construction of the initial tenant improvements, including change orders, for the block of space offered? \*

☐ \$ Per ABOA SF ☐ %

16.

\$0.00 /ABOA SF of \$\_\_\_/ABOA SF will be used for architectural and engineering design (A/E) services and the Offeror's project management fees associated with Tenant Improvements.

If using the placeholder figure, the total mark-ups calculation (#16) will not reflect the amounts used in the actual lease document.

Note: Refer to section 4.05 PRESENT VALUE EVALUATION of the AAAP Request for Lease Proposals (RLP) for a description of the present value price evaluation.

**Click Calculate Mark-ups.**


**Click 'Save Page' to check for errors and save your inputs.**

**Click 'Next' to proceed back to the Space & Rates Summary Page.**

Note: The TI amounts will populate with a placeholder amount from the RLP document of your respective region. Please refer to the Project Specific Ad to obtain the actual TI amounts for a specific procurement.

Back on the Space & Rates Summary Page you can:

1. Select an existing Offered Space to 'Edit' and/or Delete Space'.
2. Add additional New or Continuing Need Space.


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## Space and Rates

### Space & Rates Summary Page

All available space for lease should be entered below by clicking the "Add Space" button. Space may be entered as one lump block at the same rate OR multiple spaces within the building at different rates. If the space record already exists in the table below, do not click "Add Space". Instead, work from the existing record below by selecting the radial button to the left of the record and selecting Edit.

Add Space
Edit
Delete Space
✓ = Rates Entered

SPACE #	LEASE TYPE	SF OFFERED	17/15 TERM	15/13 TERM	10/8 TERM
<input type="radio"/> 1	Continuing	50,000	✓	✓	✓

Note : Refer to section 4.05 PRESENT VALUE PRICE EVALUATION of the AAAP Request for Lease Proposal (RLP) for description of the present value price evaluation.

Back
Save Page
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Exit Offer


Click 'Save Page' to check for errors and save your inputs.

Click 'Next' to proceed to the Attachments Page.

Note: the rates reflected in these screenshots are for example purposes only and not meant to reflect or suggest rates for any given market.

## Complete Attachments Page:

Add Offer Attachments by selecting the attachment type; click 'Choose File'; select the attachment; and click Attach. (When successfully uploaded, the attachment will be in the Attachment List.) A floorplan in any file format is always required. Owner agents are required to upload authorization to submit an offer on behalf of the ownership.


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### Offer Attachments

**Step 1: Select the attachment type:** \* ⓘ

--None--

**Step 2: Click the Choose File to find the file:** \*

Choose File No file chosen

**Step 3: Click attach:**

Attach

Successfully uploaded attachments will appear in the table below. Follow steps 1 through 3 to add additional attachments.

**Attachments List**

ATTACHMENT #	ATTACHMENT TYPE	ATTACHMENT NAME	DATE SUBMITTED	VIEW FILE	DELETE FILE
<div> Back Save Page Exit Offer View Offer Review Final Offer </div>					

Click 'Save Page' to check for errors and save your inputs.  
Click 'View Offer' to see the auto-populated Lease Forms.  
Click 'Submit' to proceed to the Acknowledgements Page.



## Submit Offer

### Offered Spaces

SPACE #	LEASE TYPE	GSA LEASE #	SF OFFERED	17, 15 YEAR FS	15, 13 YEAR FS	10, 8 YEAR FS
1	Continuing	LDC12345	50,000	\$32.17	\$37.17	\$42.17

The fully serviced rate(s) in the table (above) reflect an estimated Tenant Improvement Allowance (TIA). Note that the TI rent to be used in the evaluation of offers and resulting Lease contract will be based on the actual TIA for the specific requirement. Reference section 3 of the RLP.

1. By submitting this offer, the offeror agrees upon acceptance of this proposal herein specified date, to lease to the United States of America, the premises described, upon the terms and conditions as specified herein, in full compliance with and acceptance of the aforementioned RLP, with attachments.

I have read the RLP, lease, and all attachments in their entirety and am requesting no deviations.

☐ Yes ☒ No

2. I am aware that, in order for my offer to be considered eligible for award, I may be required to provide further due diligence submittals as required in the RLP (e.g. evidence of ownership, test fit layout, flood plains, seismic safety, historic preference, asbestos-containing material, fire protection and life safety evaluation, accessibility, Energy Star, etc.)

☐ Yes ☒ No

3. I am aware that, in addition to generic specifications and requirements outlined in the RLP and attachments, there may be unique agency requirements, as identified in a project specific advertisement posted on [fbo.gov](https://fbo.gov), that shall be used in evaluating and determining the eligibility of offers for award.

☐ Yes ☒ No

**By submitting this offer to the GSA, I certify to the best of my knowledge that the information contained in my offer is accurate and complete.**

First Name

Last Name

Submission Date

Submit Offer

Cancel

View Offer

**Click 'View Offer' to see the auto-populated Lease Forms.**

Note: the rates reflected in these screenshots are for example purposes only and not meant to reflect or suggest rates for any given market.



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View Offer

Building Name White House

Street Address 1600 Pennsylvania ave

City washington

State DC

Country United States

Zip Code 20500

Attachments List

ATTACHMENT #	ATTACHMENT TYPE	ATTACHMENT NAME	DATE SUBMITTED	VIEW FILE	DELETE FILE
1	Floor Plan	Capture.JPG	09/26/2019		

Forms

[Lessor's Annual Cost Statement \(Form 1217\)](#)


[Lessor's Annual Cost Statement \(Form 1217 attachment\)](#)

[GSA Form 1364C - STANDARD](#)

Download All Files Close Window

Click 'Submit' to successfully submit the offer.

**"Your offer has been submitted successfully."**

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## GSA's Automated Advanced Acquisition Program

**Your offer has been successfully submitted.**

Offerors may view or edit submitted offers at any time, however edits to a submitted offer will remove the offer from 'Submitted' status. Any changes to an offer must be re-submitted during an open period in order to be considered for a lease award.

GSA may contact offerors for further information or clarification regarding an offer. Contact from a GSA representative does not imply consideration or selection for a lease award. AAAP awards can be found under Offeror's Resources on the AAAP homepage.

Offerors may withdraw an offer at anytime.

Click OK to return to your welcome page.